COVID-19 - Outbreak Management Plan

Stratford Primary School

Plan Administration

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Introduction

This plan is based on the DfE's Contingency Framework which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area.

The contingency framework (latest edition) states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

Schools will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by their local Public Health team, Public Health England (PHE) health protection team, the DfE or the government.

It may be necessary to implement these measures in the following circumstances:
● To help manage a COVID-19 outbreak within the school
● If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
● As part of a package of measures responding to a 'Variant of Concern' (VoC)

Triggers:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- • evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- • a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

Positive Cases, testing and contact tracing

Anyone who develops Covid – 19 symptoms is advised to stay home and avoid contact with other people and book a test and follow the government guidance.
https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts#what-to-do-if-you-have-covid-19
There is no longer a requirement for close contacts to self-isolate. The school will follow public health advice in any outbreak.
 The following flow-chart helps with decisions.
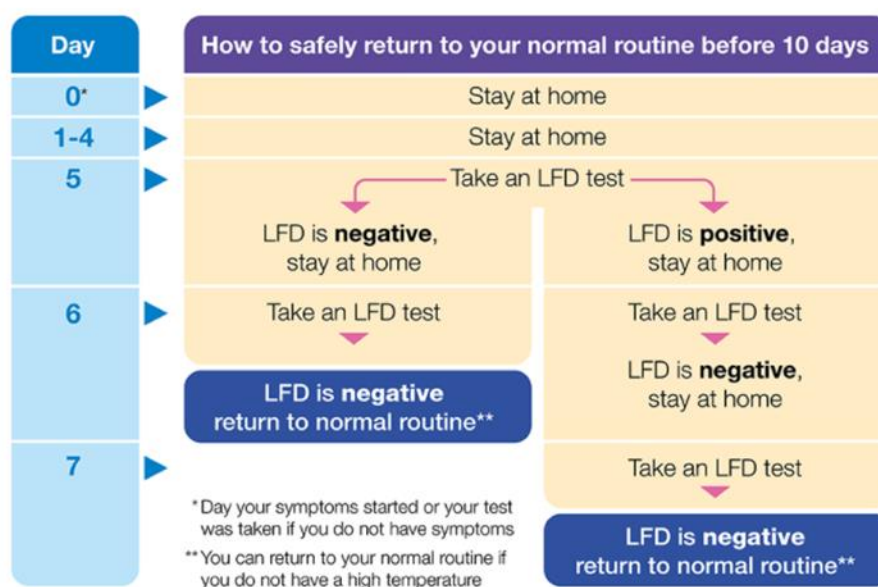
Governance, communications and actions to take for single cases and where concerned for Local Outbreak

We will continue to follow our action plan with regards to the governance of decisions. See appendix A.

Stratford Primary School is part of Community Academies Trust and is governed by the trust with regards Covid-19 outbreaks and business continuity.

Following schools meeting the threshold/triggers set out, an initial discussion will be had with the school, and if necessary, an Incident Management Team (IMT) meeting will be arranged within 24 hours to include colleagues from the school, Local Authority, Public Health and regional HPTs (as appropriate). In these meetings the positive cases will be reviewed, existing mitigations/ measures will be understood, and the general attendance and wellness of staff/pupils attending school will be discussed. All information will be made available.

Testing and response to positive cases
If recommended by public health, primary schools will advise staff to return to lateral flow testing and advise families to do the same.

Class Bubbles

If recommended, primary schools will re-introduce class or year group bubbles to minimise contact and ensure that spread of infection is significantly reduced.

Key Stage bubbles for breaks and lunch times will be re-introduced

School will return to online assemblies for collective worship and ensure that any group activities are risk assessed accordingly.

Face Coverings

If recommended, staff and visitors who are not exempt from wearing a face covering:
● Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
and/or
● Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

Contact tracing / isolating
There is no longer a requirement to self-isolate. However, the school will follow all recommendations by public health. We may reintroduce isolation of pupils who have been a close contact of a direct case for a limited time period. Please also see section re response to positive case

Shielding
School will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).

School will carry out a risk assessment and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.
In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Other measures
If recommended, school will limit:
● Residential educational visits
● Open days
● Transition or taster days
● Parents coming into school (staggered starts and drop offs may be reintroduced)
● Live performances
● Staff meetings/training will return to online through Microsoft Teams

Attendance restrictions

Attendance restrictions will only be recommended as a last resort.

As with other periods of restricted attendance, schools should provide "high quality remote education" for all pupils or those not attending. If attendance restrictions are required across an area, the government will publish "detailed operational guidance" for schools.

Restrictions on attendance may be advised by local teams for individual settings or clusters (no more than 3 or 4) of "closely linked settings".

If recommended, schools will implement the measures in this section. If restrictions in special schools are needed, the DfE's attendance expectations "will remain in line with the equivalent age groups in mainstream schools".

Alternative provision "should continue to allow all children or pupils to attend full time".

Eligibility to remain in school

In the first instance, schools will stay open for:
- Vulnerable pupils
- Children of critical workers
- Reception, Year 1, Year 2 and Year 6 Pupils
- Any other pupils due to take external exams this academic year

Where attendance restrictions are needed we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

• follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns

• encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate

• focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home

• have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

Staffing Capacity

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

Education and support for pupils at home

All other pupils will be required to stay at home and will receive high quality remote education.

Schools will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in the remote learning policy and remote plans on our school website www.stratfordprimary.co.uk

The school will continue to prioritise meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Class Catering will arrange the food parcels which can be collected from the front school office at arranged times. The ordering of the food parcels will be co-ordinated by school office staff and pupil premium champion. For those families which cannot attend school to collect due to transport issues or self-isolation then a member of SLT will deliver to their address ensuring that they maintain social distance and inform another member where they are going and when.

Wraparound care
Schools will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most if advised to do so.

Schools will communicate who will be eligible to attend once the restrictions are confirmed.

Safeguarding
Schools will review their child protection policy to make sure it reflects the local restrictions and remains effective.

Schools will aim to have a trained DSL or deputy DSL on site wherever possible.
-   If the DSL (or deputy) can't be on site, they can be contacted remotely by emailing the school office admin2042@welearn365.com or messaging through e-schools or leaving an urgent message on 01789 293201
-   If the DSL (or deputy) is unavailable, we will share a DSL with Heathcote Primary School. Their DSL can be contacted by admin2056@welearn365.com or 01926 290330

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.

What we will do when a large number of students need to go home and isolate
-   Ensure that all parents or contacts for pupils are asked to come and collect children asap
-   The group of children will be isolated in a classroom or school hall to contain any infections.
-   A register will be maintained of children who require laptops/ipads and these will be distributed immediately to ensure they have immediate access to the internet and remote learning
-   Home learning will be maintained on the website for those who need to self-isolate. Teachers will upload a weekly timetable with links to relevant resources and ensure that planning is immediately available for pupils to access.
-   Arrangements will be made for groups of students to remotely access live lessons through e-schools and Microsoft Teams. A register will be maintained of those pupils who need paper packs and regular well-being checks.

Appendix A

Action Plan for Covid outbreaks in school

		TASK	WHO?
1		• Inform Head of School who will assign action plan tasks	Office
2		• Gather information from the infected person including case number – complete spreadsheet	Office
3		• Inform Executive Head	HoS
4		Seek advice if necessary from: • education-corona@warwickshire.gov.uk (Mon – Fri) • dphadmin@warwickshire.gov.uk (Sat – Sun)	HoS
5		*Report **outbreaks** as soon as possible to Public Health England 0344 225 3560 (Option 2)*	EHT
6		• Following advice received, EHT and Head of School decide on actions	EHT
7		• Inform staff of situation – meeting or email as appropriate	HoS
	IF REMAINING OPEN:		
8		• Inform those who must self-isolate if necessary – PHE letter, email or text	Office
9		• If teacher absence, organise cover where needed	HoS
10		• Write, check and publish letter (local authority) • Email to parents / carers and text	Office
12		• Publish letter on the school website	Office
	IF PART OR FULL CLOSURE:		
13		• Decision made with PHE to close a class and return to restrictions	EHT
14		• Send closure letter via email to priority contacts 1 and 2. Also send SMS text confirming email sent.	Office
15		• Children in affected class remain in class with teacher until collected.	

16	• Parents / Carers invited to collect children from the main entrance as soon as possible. HoS or delegated member of staff to dismiss children as parents arrive.	HoS
19	• Organise any additional cleaning required • Meet with caretaker and check cleaning requirements and check if additional support is needed.	HoS
20	• Reflect on incident and whether any changes are needed to Systems of Control, advice to staff and school organisations / procedures	HoS
21	• For staff who are self-isolating – consider their direct work for the period of isolation	HoS
22	• Inform Admin team regarding staff who are absent from school	HoS
23	• Organise remote learning for any pupils who are self-isolating	Class teachers
24	• Organise food vouchers/food parcels for disadvantaged/vulnerable pupils	Office/AHT/PP Champion
25	• Organise welfare calls or email where appropriate during isolation period	Safeguarding Team
26	• Update Executive Trust Team	EHT